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Shawn Miller

FRD chief Kris Hassinger (upper right) meets with division staff on Oct. 10 to discuss fiscal 2019 successes and the outlook for fiscal 2020.

Federal Research Division Embraces Growth

The research service expanded its engagement both inside and outside the Library in fiscal 2019.

BY BAILEY CAHALL

The Federal Research Division (FRD) is tucked away on the north side of the Adams Building's fifth floor. Considered by some to be one of the Library's best-kept secrets, FRD has been providing its clients with customized research and analytical services on domestic and international topics for more than 70 years.

Those clients include executive agencies, the D.C. government and authorized federal contractors — basically, everyone but Congress (which is supported by the Congressional Research Service).

Part of the Library Enterprises Directorate, FRD administers one of the Library's revolving funds, the Federal Research Program. The division depends entirely on external funding and operates much like a small business.

Early on, when FRD was known as the Air Research Division, its projects were predominantly defense focused. Now its client portfolio includes the Consumer Financial Protection Bureau, the Federal Bureau of Prisons, the Office of Naval Intelligence and the U.S. Patent and Trademark Office, among others.

FRD, CONTINUED ON 6

CFC FUN RUN/WALK



Shawn Miller

Participants warm up outside the Madison Building on Oct. 8 before running or walking in the Combined Federal Campaign's annual 5K event to raise awareness about the charitable-giving drive.

DONATED TIME

The following employees have satisfied eligibility requirements to receive leave donations from other staff members. Contact Gloria Dixon at 7-7724.

Elissa Alicea
Larry Appelbaum
Craig Andrews
Lynette Brown
Eve Ferguson
Trina Gibson
Paula Gillaspie
Dianne Gomillion
Ljiljana Ivezic
Annette Harris

Shelby Lawson-Yates
Monique Marshall
Karen Maze
Anisah Muhammad
Edward Redmond
Patrick Stanton
Hong Ta-Moore
Susan Thaul
Richard Thompson
Dwayne Wilder

REGISTRATION OPEN: CAREER DEVELOPMENT PROGRAM

The Human Capital Directorate (HCD) is accepting registrations for 2020 sessions of the Career Development Program (CDP). Completed registration forms must be submitted by Dec. 20 at 4:30 p.m.

Two sessions of the CDP will take place in 2020: The first will run from March 5 through June 18; the second from Aug. 27 through Dec. 17.

The program offers professional development opportunities for eligible full-time permanent, indefinite or temporary staff of the Library in grades 2 through 9 of pay plans GS/WG/WL/WS. Applicants must have worked at the Library for one year (cumulative or continuous) by either of the CDP 2020 start dates (March 5 or Aug. 27) and must obtain the approval of their supervisors to participate. The not-to-exceed date of indefinite or temporary staff applicants must be on or after Dec. 24, 2020.

Scan completed, signed registration forms and send them to sasmi@loc.gov or deliver signed hard copies to HCD in LM 654.

More information: <https://go.usa.gov/xVzqr>

GAZETTE

LIBRARY OF CONGRESS

loc.gov/staff/gazette

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MISSION OF THE LIBRARY OF CONGRESS

The Library's central mission is to engage, inspire and inform Congress and the American people with a universal and enduring source of knowledge and creativity.

ABOUT THE GAZETTE

An official publication of the Library of Congress, The Gazette encourages Library managers and staff to submit articles and photographs of general interest. Submissions will be edited to convey the most necessary information.

Back issues of The Gazette in print are available in the Communications Office, LM 143. Electronic archived issues and a color PDF file of the current issue are available online at loc.gov/staff/gazette.

GAZETTE WELCOMES LETTERS FROM STAFF

Staff members are invited to use the Gazette for lively and thoughtful debate relevant to Library issues. Letters must be signed by the author, whose place of work and telephone extension should be included so we can verify authorship. If a letter calls for management response, an explanation of a policy or actions or clarification of fact, we will ask for management response.—Ed.

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GAZETTE DEADLINES

The deadline for editorial copy for the Nov. 1 Gazette is Wednesday, Oct. 23.

Email editorial copy and letters to the editor to mhartsell@loc.gov and wmal@loc.gov.

To promote events through the Library's online calendar (www.loc.gov/loc/events) and the Gazette Calendar, e-mail event and contact information to calendar@loc.gov by 9 a.m. Monday of the week of publication.

Boxed announcements should be submitted electronically (text files) by 9 a.m. Monday the week of publication to mhartsell@loc.gov and wmal@loc.gov.

**Read the Gazette in color
at loc.gov/staff/gazette**

New Manuscript Collections Released Online

Seven newly digitized manuscript collections were made accessible.

In the final month of fiscal 2019, researchers everywhere gained access to thousands of original manuscripts, totaling more than 465,000 images, about subjects from landscape architecture, Civil War history and women's suffrage to federal monetary policy. Here, Manuscript Division historians comment on the highlights from the newly available collections; see page 4 for an interview with digital projects coordinator Christa Maher, who offers a glimpse into the behind-the-scenes work it takes to release collections online.

Olmsted Associates

The collection documents the work of the landscape architectural firm founded by Frederick Law Olmsted and his sons in Massachusetts. It includes nearly 150,000 items scanned from 532 reels of microfilm. A standout collection item – from the perspective of Washington, D.C., residents at least – is a June 1890 letter from John Charles Olmsted to his father, Frederick Law Olmsted, about the site for the National Zoo. “It represents a major project here in D.C. and also the beginning of the passing of the torch from one generation to the next in the firm,” said curator Barbara Bair.

NAWSA

The digital release of the records of the National American Woman Suffrage Association (NAWSA) gives researchers online access to one of the most important national women's suffrage organizations in the U.S., said curator Elizabeth Novara. The collection includes more than 26,000 items, most of which were digitized from 73 microfilm reels. “The records reflect NAWSA's multifaceted history and include materials related to key figures in the movement, such as Susan B. Anthony, Eliza-



A drawing from the 1920s of Palos Verdes Estates, a major Olmsted Associates residential development in Los Angeles County.

beth Cady Stanton, Anna Howard Shaw and Carrie Chapman Catt,” she said. “They also provide a wealth of material on the many other women and men who contributed to the suffrage cause.”

Civil War History

The papers of the presidential secretary and biographer Nicolay (1832-1901) consist of 5,500 items scanned from original materials. Spanning the years 1811 to 1943, the collection particularly reflects Nicolay's tenure as private secretary to Abraham Lincoln. The papers “offer Nicolay's insider observations of the Lincoln White House recorded in his wartime letters,” commented curator Michelle Krowl. “Nicolay's later correspondence and research files document his continued devotion to Lincoln as his biographer and longtime custodian of the Abraham Lincoln Papers (also available online at the Library).” From the same era, the papers of Confederate Gen. Jubal Anderson Early were also released online.

Federal Monetary Policy

Three newly released collections relate to federal monetary policy: The Nelson W. Aldrich papers doc-

ument the National Monetary Commission, created in 1908, and the Charles S. Hamlin papers and the Eugene Meyer papers document the Federal Reserve Board during the first three decades of the 20th century. The Aldrich papers “provide a vantage point from which to observe the nation's financial transformation in the early 20th century,” said curator Ryan Reft. The Hamlin papers offer a “window into the politics and social history of the nation's capital,” including race relations, and the Meyer papers “serve as a critical point of observation” into efforts taken by the Federal Reserve during the earliest years of the Great Depression.

Also released online in September was the Blue Ridge Parkway Folklife Project, conducted by the American Folklife Center and the National Park Service. The collection from the late 1970s and early 1980s consists not only of manuscripts, but also of sound and video recordings, photographs, sheet music and ethnographers' field notes examining folklife in and around the Blue Ridge Parkway on the border of Virginia and North Carolina. ■



Shawn Miller

Christa Maher

The digital projects coordinator answers questions about her job and recent collections released online.

Tell us a little about your background.

I've lived in the D.C. area for all of my adult life, which is the last thing I expected to do; growing up, my family moved around every few years after my dad switched careers to serve as a physician in the U.S. Army. Elementary school was in the Midwest, high school was split between San Francisco and El Paso and college and graduate school were in Boston and Cork, Ireland. Later, I earned a library science degree from Catholic University of America.

What brought you to the Library?

I came to the Library as a junior fellow in 1997, working at the American Folklife Center to prepare collections for digitization for the American Memory program. I imagine everyone is excited when they start working at LC. But using new technologies to make the Library's collections available worldwide – and using both my English degree and my master's in

folklore and ethnology – was particularly thrilling. I've been working on different aspects of digitization and the presentation of LC's digital collections online ever since, first as part of the National Digital Library Program, then in the Office of Strategic Initiatives and now in the Digital Collections Management and Services Division (DCMS).

Describe your job.

I have the best job in the Library. I get to work with great people from all over the institution, primarily with staff in curatorial divisions and the Office of the Chief Information Officer (OCIO), to provide access to our unparalleled collections via the loc.gov platform.

In broad strokes (and with some exceptions), here's how the digitization process works: Divisions submit proposals to the Digital Library Content Group for review, then DCMS coordinates an assessment to define the general shape and scope of the work. After digitization occurs (or content is acquired, in the case of born-digital materials), the digital files are received and inventoried via the Content Transfer Services system. Then, the project comes my way.

At that point, we integrate the three primary elements of a web collection presentation: descriptive metadata, such as catalog records, which form the basis for the collection's "items" pages; corresponding digital resources for each item, presented on a "resource" page; and the collection framework, which provides a landing page, a collection rights statement and featured items to

tempt users to start exploring the collection. Any additional contextual materials are presented in an optional "articles and essays" section of the presentation.

In Confluence, I maintain documentation about digital collection projects planned and underway – accessible at <https://go.usa.gov/xVuMu> – and I have many face-to-face meetings with curatorial divisions and OCIO to check in on progress and troubleshoot.

What are your favorite recent online releases?

The Blue Ridge Parkway Folklife Project holds a special place in my heart – I was introduced to it in the '90s when I digitized content for the "Quilts and Quilt-Making in America" presentation for American Memory. It's the sixth American Folklife Center ethnographic field project to be fully digitized and made available on the website, and it includes some really amazing photos and interviews.

What do you like to do when you're not at work?

I like to read, travel, make things (especially if it can justify a trip to Ikea with my teenager) and hang out with my family and friends.

What is something your co-workers may not know about you?

My high school in San Francisco (which had been the oldest Catholic girls' school west of the Mississippi) was condemned and closed after my junior year as a result of damage from the Loma Prieta earthquake. Shout out to St. Rose Academy! ■

MADISON GARAGE WORK

From Oct. 18 to 26, the U.S. Capitol Police and the Architect of the Capitol will replace the barriers at the Second Street entrance to the Madison Building garage. During this time, entry and exit to the garage will be via the ramp at First and C Streets. Garage hours will not change. The west sidewalk of Second Street adjacent to the Madison Building will be closed to pedestrians. The east sidewalk will remain open. Normal operations will resume on Oct. 28.

Sci-Fi Film Credits Tracy K. Smith

“Ad Astra” director thanks former poet laureate.

BY GUY LAMOLINARA

If you have seen the space film “Ad Astra” – Latin for “to the stars” – you likely noticed its special effects. As any fan of effects-laden films knows, these feats of grand spectacle require hundreds, if not thousands, of technical wizards to pull them off. You almost forget that what you are seeing could not happen in reality but only in a film studio.

Thus, if you are one of those people like me who stays to watch all a film’s credits, you know that the credit stream for “Ad Astra” seems to go on almost endlessly. My wife and I were sitting there in the IMAX theater, eyes nearly glazed over by the monotony of seeing so many unfamiliar names. Until one near the very end somehow jarred us into taking notice: Tracy K. Smith.

The director, James Gray, had thanked the former U.S. poet laureate.

Smith served in the position for two years, from 2017 to 2019. I asked my wife, “Is it really that Tracy K. Smith?” Then she reminded me that Smith’s father had worked on the Hubble Space Telescope. And then I remembered that Smith had written the Pulitzer-winning poetry collection “Life on Mars.”

Alissa Wilkinson, writing for Vox about “My God, It’s Full of Stars,”

one of the poems in “Life on Mars,” suggests what may have inspired Gray:

“Smith invokes a variety of myths and stories, from the legend of the lost city of Atlantis to ‘2001: A Space Odyssey.’ It concludes with the perfect description of how history, humanity and space interact in an ultimate search for meaning.”

Here’s an excerpt, reprinted with Smith’s permission:

**My father spent whole seasons
Bowling before the oracle-eye, hungry for what it would find.
His face lit-up whenever anyone asked, and his arms would rise**

**As if he were weightless, perfectly at ease in the never-ending
Night of space. On the ground, we tied postcards to balloons
For peace. Prince Charles married Lady Di. Rock Hudson died.**

We learned new words for things. The decade changed.

**The first few pictures came back blurred, and I felt ashamed
For all the cheerful engineers, my father and his tribe. The second time,
The optics jibed. We saw to the edge of all there is—**

So brutal and alive it seemed to comprehend us back.

—Tracy K. Smith

2019 COMBINED FEDERAL CAMPAIGN

Why I Donate to CFC

Jeffrey Lofton, head of the Employee Resources Management and Planning Team in the Office of the Chief Operating Officer, discusses his participation in the annual Combined Federal Campaign (CFC) federal charity drive.

What inspires you to donate through CFC?

I think of the CFC as the foundation of my philanthropic house, built anew every year. Why? Giving impulses, however noble, come and go; some are acted upon, and many are quickly forgotten. Therefore, giving through CFC makes it easy to set charitable building blocks in place in one go, there for me to build upon as the year unfolds and other opportunities arise to donate time and money to worthy causes.

How do you decide who to support?

My giving pattern is far-flung, diverse and deeply connected to what I care about. So, I look within and go from there.

Do you have any advice for potential donors?

I find it so very true that, when you give to others, what you get in return is far greater than your gesture, however generous. I would wish that feeling for all of my LC colleagues.

More information: <https://cfcgiving.opm.gov/welcome>



Jeffrey Lofton

Shawn Miller

MARK YOUR CALENDARS: RED CROSS BLOOD DRIVE

Oct. 23 and 24

8:30 a.m. to 1:30 p.m., Mumford Room

For more information, contact the Health Services Division at 7-8035.

MADISON CAFÉ ROOM AVAILABLE

Having a baby shower, a retirement bash or just a routine division meeting? Book the staff multipurpose room in the east wing of the Madison Café. The room – available for use by Library staffers weekdays from 7:30 a.m. to 3 p.m. – may be reserved through the Library Events Office at 7-2595 or events@loc.gov.

FRD, CONTINUED FROM 1

Broadening FRD's knowledge base – and name recognition – has been a focus for Kris Hassinger, who took over as chief in fall 2017. He's restructured the division, grouping similar projects together and enabling staff to build on the expertise they gain with each effort. "The new structure creates an opportunity for growth," Hassinger said, "not just for the division as a whole, but also for individual staff through increased autonomy and accountability."

Divided into sections on criminal justice and law; defense and national security; foreign area studies; and science, business and technology, FRD is home to some 30 staff members. A mix of full-time employees, temporary appointments and intermittent experts, many have advanced degrees and are fluent in at least one foreign language. Others are lawyers or statisticians, or former consultants and retired military personnel.

"It's a diverse group of curious researchers who love what they do, which is why the average tenure in the division is around 15 years," Hassinger noted.

FRD has long been involved in external projects – mentoring students in Georgetown University's EHLS (English for Heritage Language Speakers) study program, for example, or serving as the Library's representative on a State Department advisory council supporting Slavic, Eastern European and Eurasian studies. But Hassinger has been working to get the staff – researchers being notorious introverts – out of their comfort zones and into the public in a big way. Indeed, fiscal 2019 served as a public roadshow of sorts.

Things began in Chicago in July with a symposium hosted by SMART, the Justice Department's Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking. Having completed the first part of a mul-

tiphase project on federal sex-offender laws, several FRD team members went to the Windy City to present their findings.

Next, senior researcher Marieke Brock participated in a panel discussion highlighting work she did in fiscal 2018, also for the Justice Department, on gender-based violence within specific immigrant communities living in the U.S. That discussion took place here in Washington at an event hosted by the Department of Health and Human Services' Office of Women's Health. She will be traveling to San Francisco in November to take part in a similar forum at the American Society of Criminologists' annual meeting.

More recently, data analysts William Noël and Vega Bharradwaj spoke to agency comptrollers and USAspending.gov staff at the Treasury Department, highlighting the work they are doing on an annual report cataloguing state defense spending. The two speakers described how they have used the data to break down the top 10 counties and top 10 contractors receiving defense-related funding in all 50 states and D.C.

FRD is not only promoting its work outside of the Library – it has been doing more internally as well. For example, it has partnered with the Law Library to offer legal research services to a variety of agencies, including the departments of Homeland Security, Justice and

State. Additionally, FRD brokered a partnership between the Law Library and the U.S. Army's Judge Advocate General legal center and school, in which the library will make digital military legal documents accessible worldwide.

FRD has also been supporting the U.S. Copyright Office in its effort to expand access to copyright records online. This work involves implementing a quality-assurance process related to metadata for the office's record books collection. The office is currently digitizing 26,278 books in varying bindings, conditions, formats and sizes, spanning more than a hundred years. "FRD's partnership with us in the digitization effort is a key component of the strategy we have put in place to make this important project a success," said Denise Wofford, director of Copyright's Office of Public Records and Repositories.

Along with expanding FRD's reputation both on and off Capitol Hill, Hassinger is considering taking the division "digital" in fiscal 2020. Its website needs to be modernized, its branding needs to be streamlined, and with more of its reports being released publicly by clients, it might even be time for an FRD Twitter account, Hassinger chuckled.

While these initiatives are still works in progress, the new fiscal year promises to be even bigger for the division than the last. ■

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Teaching with Primary Sources Grants Announced

The Library has selected four organizations to receive more than \$1.1 million through its Teaching with Primary Sources program to support the effective use of digitized primary sources in K-12 classrooms. The selected organizations will focus their efforts on creating teaching materials and professional opportunities for teachers using the Library's online resources.

The National Council of Teachers of English promotes the development of literacy and the use of language to encourage full participation in society. Its project will focus on increasing the number of K-12 English language arts teachers who effectively incorporate primary sources into their instruction. A major component of the project involves creating materials combining primary sources with fiction and nonfiction texts, to be made available free on the council's ReadWriteThink.org site, which attracts 10 million visitors a year.

National History Day encourages 600,000 students and their teachers from the U.S. and beyond to engage in historical research and interpretation through local and national competitions. For its project, the organization will identify and prepare a cadre of master teachers to create and test a guide for developing historical arguments using Library primary sources. National History Day will distribute both print and online versions of the guide and feature it in teacher webinar series.

The National Council for the Social Studies is the largest professional association in the country devoted solely to social studies education. It serves K-12 classroom teachers and other educators in the U.S. and in 35 other countries. A highlight of the council's project is partnering with the Library to create online resources for methods professors teaching in college and university departments of education. These materials will combine Library resources

with the council's C3 Framework, which emphasizes using an inquiry approach to teaching social studies.

The Right Question Institute is a nonprofit based in Cambridge, Massachusetts, created to support children and adults in their ability to ask critical questions. More than 350,000 educators have used the Question Formulation Technique (QFT) the institute developed to help students formulate, improve and use questions effectively. Under its grant, the institute will extend the teacher professional development it offers with a QFT/Library of Congress video-based learning program for K-12 librarians and social studies, history, civics

and government teachers, particularly those working in under-resourced schools or regions.

The Library received 35 proposals from public, private, nonprofit and for-profit organizations, including institutions of higher education, cultural institutions, school districts and other educational organizations. Panels of individuals with curricular and programmatic expertise from government agencies, nonprofit organizations, universities and the Library reviewed and evaluated the proposals based on the criteria the program specifies. ■

More information: <https://go.usa.gov/xVz3k>

DAV PILKEY PRESENTS



Shawn Miller

Dav Pilkey, beloved author and illustrator of the bestselling "Captain Underpants" series, appeared in the Coolidge Auditorium on Oct. 11 before an audience of delighted fans. He was there to talk about his newest book, "Dog Man: For Whom the Ball Rolls," as part of the National Book Festival Presents series.

MARK YOUR CALENDARS: ALL-STAFF TOWN HALL MEETING

Oct. 29, 10 a.m.

Coolidge Auditorium

The meeting will update staff on the progress of the Library's visitor experience plan.

18 FRIDAY

Film: "Onibaba" (Toho/Criterion, 1964). 7:30 p.m., Packard Campus Theater. Contact: 7-9994.

Concert: Arod Quartet performs Schubert, Webern and Zemlinsky. 8 p.m., Coolidge Auditorium. Contact: 7-5502. Preconcert conversation, 6:30 p.m., Whittall Pavilion.

19 SATURDAY

Tour: Spanish-language tour of the Jefferson Building. 1 p.m. and 3 p.m., visitor assembly area. Contact: 7-8000.

Tours: Art and architecture of the Jefferson Building. Hourlong tours from 10:30 a.m. to 3:30 p.m., visitor assembly area. Contact: 7-8000.

Film: "Poltergeist" (MGM/UA, 1982). 7:30 p.m., Packard Campus Theater. Contact: 7-9994.

22 TUESDAY

Reference Forum: Zines at the Library. 11 a.m., Dining Room A. Contact: refforum@loc.gov.

Lecture: Author Evan Thomas discusses his new biography, "First: Sandra Day O'Connor." Noon, LJ 119. Contact: 7-3302.

Bloomsday Camerata: "Don Quixote." Noon, LM 227. Contact: 7-6971.

Aerobics Class: Stretch and tone. Noon, LC Wellness Center (LA B-36). Contact: 7-8637.

Meditation: 12:15 p.m., LA G-06 and LM 507. Contact: knyi@loc.gov, esim@loc.gov.

23 WEDNESDAY

Blood Drive: Health Services Division (HSD) sponsors American Red Cross blood drive. 8:30 a.m. to 1:30 p.m., Mumford Room. Contact: dbar@loc.gov.

Lecture: Curator John Hessler discusses recent research on bodily modification and cranial deformation in Mesoamerican art. 11 a.m., Whittall Pavilion. Contact: 7-0245.

LC Chorale: Rehearsal. Noon, LM 516-A. Contact: sgarske@loc.gov.

Aerobics Class: Low-impact aerobics. Noon, LC Wellness Center (LA B-36). Contact: 7-8637.

Forum: Bible study. Open to all. 12:05 p.m., LM 541. Contact: jber@loc.gov.

Yoga/Pilates: Start at your own level. 1 p.m., LM SB-02. Contact: 7-3013.

Lecture: Theater historian Ben West discusses women authors of early American musicals. 7 p.m., Coolidge Auditorium. Contact: 7-5502.

24 THURSDAY

Blood Drive: HSD sponsors American Red Cross blood drive. 8:30 a.m. to 1:30 p.m., Mumford Room. Contact: dbar@loc.gov.

Open House: Whittall Pavilion. 10 a.m. Contact: 7-8000.

Lecture and Screening: Gregory Yee Mark of California State University, Sacramento, presents the earliest known Chinese American feature film, "The Curse of Quon Gwon: When the Far East Mingles with the West." Noon, Pickford Theater.

Contact: 7-3309.

Lecture: Richard Wetzell of the German Historical Institute discusses his research on racial science in Nazi Germany. Noon, LJ 119. Contact: mmet@loc.gov.

Yoga: Noon, LM SB-02. Contact: 7-5984.

Meditation: Open to all. 12:15 p.m., LA G-06. Contact: knyi@loc.gov.

Event: Author Alexander McCall Smith discusses the latest installment in his No. 1 Ladies' Detective Agency series as part of National Book Festival Presents. 7 p.m., Coolidge Auditorium. Contact: 7-8000.

Film: "Dr. Terror's House of Horrors" (U.K., 1965). 7 p.m., Pickford Theater. Contact: 7-5603.

Film: "The Monster Squad" (TriStar, 1987). 7:30 p.m., Packard Campus Theater. Contact: 7-9994.

25 FRIDAY

Film: "Friday the 13th" (Paramount, 1980). 7:30 p.m., Packard Campus Theater. Contact: 7-9994.

Concert: Tank and the Bangas combine soul, hip-hop, R&B, jazz and more. 8 p.m., Coolidge Auditorium. Contact: 7-5502.

Request ADA accommodations for events five business days in advance at 7-6362 or ADA@loc.gov.

See www.loc.gov/events

SKYPE NOW AVAILABLE FOR INTERNAL COMMUNICATIONS

Skype for Business is now available on all Library computers for internal instant messaging, online meetings, screen sharing, text and chat video and voice calls between Library staff. The application also supports the exchange of documents, videos, audio files and images between staff members.

Skype is replacing the Library's Jabber instant-messaging system. Jabber will remain available for use until Dec. 31. WebEx remains the Library's approved system for hosting external video conferencing, online meetings and webinars.

Some Skype features require the use of a camera and microphone, which are built into Library laptop computers. Those using desktop computers can either request a plug-and-play camera and microphone from their service unit or supply their own. The Office of the Chief Information Officer (OCIO) does not provide these accessories.

To begin using Skype, search your computer for "Skype for Business 2016" and open the desktop app. Skype will recognize your Library credentials and allow you to sign on. The application will not start automatically when you log in unless you choose that setting in the options menu.

Note that not all features mentioned in the training videos are available to Library staff.

Questions? Contact the OCIO service desk at ocioservice@loc.gov or 7-7727.

More information: <https://bit.ly/2E0wcjD>